



United States Embassy
Narcotics Affairs Section – NAS
Carrera 45 No.24B-27 Bogotá, D.C. COLOMBIA
Embassy phone: (571) 383-2243 Embassy fax: (571) 383-2007

July 8, 2011

To all Prospective contractors:

SUBJECT: Solicitation Number **SCO150-11-R-N019** for the construction of a branch office in Cartagena, Colombia.

If you are interested in submitting a proposal on this project, read the instructions in **Section L** of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27) and hold a pre-proposal conference. All prospective contractors who are interested in submitted proposals for this solicitation are invited to attend. **The conference will be held at the Chambacu Building in Cartagena on July 19, 2011 at 10:00am.** Interested parties are required to submit maximum two attendees' names and copy of a Colombian identification number to moralesil@state.gov cc dominguej@state.gov on or before July 15, 2011.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to **Jocabel Domingue, GSO Contracting Officer**, Carrera 45 #24B – 27 on or before **August 5, 2011 at 2:00 pm.** No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.



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Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is **75 calendar days**, commencing **10** days after the notice to proceed has been issued. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of **US\$127.33** per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to Jocabed Domingue at dominguej@state.gov cc moralesil@state.gov during regular business hours (**8am to 5:00pm**) on or before July 22, 2011. Questions will not be received after this date.

Sincerely,

Jocabed Domingue
Contracting Officer